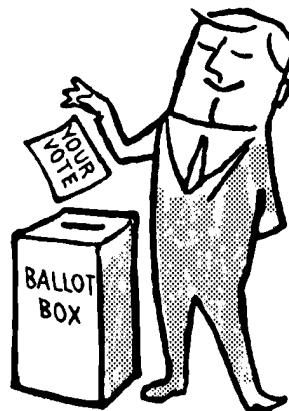


YOUR GOVERNMENT CONDUCTS an

ELECTION

For you—on the job

**Information
for Voters in
Labor Board
Elections**



Prepared by the
NATIONAL LABOR RELATIONS BOARD
an agency of the
UNITED STATES GOVERNMENT



General Information

Prior to any election conducted by the NLRB there will be posted at the place of your work a Notice of Election issued by the NLRB to inform you of:

- The date, hours, and place of the election
- The payroll period for voter eligibility
- A description of the voting unit of employees
- General rules as to conduct of elections.

There is a sample ballot on the Notice of Election which, except for color, is a reproduction of the ballot you will receive when you vote.

You should read the Notice of Election so that you will be familiar with the ballot.

The Voting Place

In the voting place will be a table, a voting booth, and a ballot box. At the table there will be observers for the union and the employer and a representative of the NLRB, each of whom will be wearing an official badge. The observers' badges will have "Observer" on them. The NLRB representative will wear an "Agent" badge.

The Agent is in charge of the election. If you have questions, talk only with the Agent.

The Voting Procedure

- 1** Go to the voting table, standing in line if necessary.
- 2** Give your name, and clock number if you have one, to the observers. The observers will find your name on the voting list and tell the Agent your name has been found. If any questions are asked, talk only with the Agent. Do not argue with the observers.

- 3** After your name has been checked off, go to the Agent to obtain your ballot.
- 4** Go into the vacant voting booth. Mark the ballot with one X only. **Do not sign the ballot.** Fold the ballot to hide the mark and leave the voting booth taking your ballot with you.
- 5** Put your ballot in the ballot box yourself. Do not let anyone else touch it.
- 6** Leave the polling place.

You will notice that only the Agent handled the blank ballots and only you handled your marked ballot. Once your marked ballot is in the ballot box it becomes mixed with all other ballots in the box and cannot be identified. No one can determine how you have voted.

Challenged Ballots

Questions sometimes arise about eligibility of certain persons. Any observer or the NLRB representative can challenge an individual's right to vote. This challenge, however, must be for good cause and not for personal reasons; for example, a name may not appear on the eligibility list because of a clerical error.

If your vote is challenged, take your ballot into the booth, mark it, fold it to keep the mark secret, and return to the voting table. The Agent will give you a challenged ballot envelope on the stub of which are written your name and clock number and the reason for the challenge. You put the ballot in the envelope. You seal the envelope, and you deposit it in the ballot box. You will note that while your name is on the stub of the envelope it is not on the ballot.

Secrecy of your vote is maintained because if challenged ballots must be counted and if later investigation reveals challenged voters are eligible to vote, the stub containing the name and clock number of the individual voter is first torn off and discarded. All challenged ballot envelopes are then mixed together. The ballots are

then removed and counted by the Board Agent. By this method **secrecy** is maintained.

Rights of Employees

You are entitled to vote your free choice in a fair, honest, secret-ballot election.

The National Labor Relations Board is the agency of the United States Government which protects that right as well as other important rights guaranteed by the National Labor Relations Act.

Under Section 7 of the National Labor Relations Act, employees have the right:

- To self-organization
- To form, join, or assist labor organizations
- To bargain collectively through representatives of their own choosing
- To act together for the purposes of collective bargaining or other mutual aid or protection
- To refuse to do any or all of these things. However, the union and employer, in a State where such agreements are permitted, may enter into a lawful union-security clause requiring employees to join the union.

The National Labor Relations Board wants all eligible voters to be familiar with their rights under the law and wants both employers and unions to know what is expected of them when it holds an election.

When an election is held, the Board protects your right to a free choice under the law. Improper conduct, such as described on the next page, will not be permitted. We expect all parties to Board elections to cooperate fully with this Agency in maintaining basic principles of a fair election as expressed by law. The National Labor Relations Board as an agent of the United States Government does not endorse any choice in the election.

Protection of Your Rights

The Board applies rules to keep its elections fair and honest. If agents of either unions or employers interfere with your right to a free, fair, and honest election, the election can be set aside by the Board. Where appropriate the Board provides other remedies, such as reinstatement for employees fired for exercising their rights, including backpay from the party responsible for their discharge.

The following are examples of conduct which interfere with the rights of employees and may result in the setting aside of the election:

- Threatening loss of jobs or benefits by an employer or a union
- Promising or granting promotions, pay raises, or other benefits, to influence an employee's vote by a party capable of carrying out such promises
- An employer firing employees to discourage or encourage union activity or a union causing them to be fired to encourage union activity
- Making campaign speeches to assembled groups of employees on company time within the 24-hour period before the election
- Incitement by either an employer or a union of racial or religious prejudice by inflammatory appeals
- Threatening physical force or violence to employees by a union or an employer to influence their votes

**The National Labor Relations Board
protects your right to a fair
election and a free choice**

NATIONAL LABOR RELATIONS BOARD

is a public service agency and welcomes visits to its offices for information. Addresses and telephone numbers are:

MAIN OFFICE: Washington, DC 20570-0001

1099 14th Street, NW, Telephone (202) 273-1991

FIELD OFFICES OF THE NLRB

Albany, New York 12207-2350

Clinton Ave. at N. Pearl St., Room 342
Telephone (518) 431-4155

Albuquerque, New Mexico 87102-2181

505 Marquette Avenue, NW, Suite 1820
Telephone (505) 248-5125

Anchorage, Alaska 99513-3546

222 W. Seventh Avenue, Box 21
Telephone (907) 271-5015

Atlanta, Georgia 30323-3301

101 Marietta Street, NW, Suite 2400
Telephone (404) 331-2896

Baltimore, Maryland 21202-4026

103 South Gay Street, 8th Floor
Telephone (410) 962-2822

Birmingham, Alabama 35203-3502

1900 3rd Avenue North, 3rd Floor
Telephone (205) 731-1062

Boston, Massachusetts 02222-1072

10 Causeway Street, 6th Floor
Telephone (617) 565-6700

Brooklyn, New York 11201-4201

Jay Street and Myrtle Avenue, 10th Floor
Telephone (718) 330-7713

Buffalo, New York 14202-2387

111 West Huron Street, Room 901
Telephone (716) 551-4931

Chicago, Illinois 60606-5208

200 West Adams Street, Suite 800
Telephone (312) 353-7570

Cincinnati, Ohio 45202-3721

550 Main Street, Room 3003
Telephone (513) 684-3686

Cleveland, Ohio 44199-2086

1240 East Ninth Street, Room 1695
Telephone (216) 522-3715

Denver, Colorado 80202-5433

600 17th Street, 3rd Fl., South Tower
Telephone (303) 844-3551

Des Moines, Iowa 50309-2116

210 Walnut Street, Room 909
Telephone (515) 284-4391

Detroit, Michigan 48226-2569

477 Michigan Avenue, Room 300
Telephone (313) 226-3200

El Paso, Texas 79923

P.O. Box 23159
Telephone (915) 565-2470

Fort Worth, Texas 76102-6178

819 Taylor Street, Room 8A24
Telephone (817) 978-2921

Grand Rapids, Michigan 49503-3022

82 Ionia NW, Room 330
Telephone (616) 456-2679

Hartford, Connecticut 06103-3599

1 Commercial Plaza, 21st Floor
Telephone (860) 240-3522

Hato Rey, Puerto Rico 00918-1720

150 Carlos E. Chardon Avenue, Room 591
Telephone (787) 766-5347

Honolulu, Hawaii 96850-4980

300 Ala Moana Boulevard, Room 7318
Telephone (808) 541-2814

Houston, Texas 77002-2649

440 Louisiana Street, Suite 550
Telephone (713) 718-4622

Indianapolis, Indiana 46204-1577

575 North Pennsylvania Street, Room 238
Telephone (317) 269-7430

Jacksonville, Florida 32202-4412

400 West Bay Street, Room 214
Telephone (904) 732-3768

Las Vegas, Nevada 89101-6637

600 Las Vegas Boulevard South, Suite 400
Telephone (702) 388-6416

Little Rock, Arkansas 72201-3489

425 West Capitol Avenue, Suite 375
Telephone (501) 324-6311

Los Angeles, California 90017-5455

888 South Figueroa Street, 9th Floor
Telephone (213) 894-5200

Los Angeles, California 90024-3682

11000 Wilshire Boulevard, Room 12100
Telephone (310) 235-7352

Memphis, Tennessee 38104-3627

1407 Union Avenue, Suite 800
Telephone (901) 722-2725

Miami, Florida 33130-1608

51 SW First Avenue, Room 1320
Telephone (305) 536-5391

Milwaukee, Wisconsin 53203-2211

310 W. Wisconsin Avenue, Suite 700
Telephone (414) 297-3861

Minneapolis, Minnesota 55401-2291

110 South Fourth Street, Room 316
Telephone (612) 348-1757

Nashville, Tennessee 37203-3816

801 Broadway, Room 716
Telephone (615) 736-5921

Newark, New Jersey 07102-2570

970 Broad Street, Room 1600
Telephone (201) 645-2100

New Orleans, Louisiana 70112-3723

1515 Poydras Street, Room 610
Telephone (504) 589-6361

New York, New York 10278-0104

26 Federal Plaza, Room 3614
Telephone (212) 264-0300

Oakland, California 94612-5211

1301 Clay Street, Room 300N
Telephone (510) 637-3300

Overland Park, Kansas 66212-4677

8600 Farley Street, Suite 100
Telephone (913) 236-3000

Peoria, Illinois 61602-1246

300 Hamilton Boulevard, Suite 200
Telephone (309) 671-7080

Philadelphia, Pennsylvania 19106-4404

615 Chestnut Street, 7th Floor
Telephone (215) 597-7601

Phoenix, Arizona 85004-2212

234 N. Central Avenue, Suite 440
Telephone (602) 379-3361

Pittsburgh, Pennsylvania 15222-4173

1000 Liberty Avenue, Room 1501
Telephone (412) 644-2977

Portland, Oregon 97201-6604

222 SW Columbia Street, Room 401
Telephone (503) 326-3085

St. Louis, Missouri 63101-1214

611 North 10th Street, Suite 400
Telephone (314) 425-4167

San Antonio, Texas 78206-2040

615 East Houston Street, Room 565
Telephone (210) 229-6140

San Diego, California 92101-2939

555 W. Beech Street, Suite 302
Telephone (619) 557-6184

San Francisco, California 94103-1735

901 Market Street, Suite 400
Telephone (415) 356-5206

Seattle, Washington 98174-1078

915 Second Avenue, Room 2948
Telephone (206) 220-6300

Tampa, Florida 33602-5824

201 E. Kennedy Boulevard, Suite 530
Telephone (813) 228-2641

Tulsa, Oklahoma 74127-8916

111 West 5th Street, Suite 990
Telephone (918) 581-7951

Washington, D.C. 20570-0001

1099 14th Street, Suite 5530
Telephone (202) 208-3000

Winston-Salem, North Carolina 27106-3325

4035 University Parkway, Suite 200
Telephone (910) 631-5201